Overview
You can access Family Connection to help your student plan for success after high school. With Family Connection you can help your student discover personal interests and research careers, colleges, and scholarships.

Getting Started
To access Family Connection, you must have the following:
- A computer that is connected to the Internet
- Your personal or work e-mail address
- A registration code provided by your student’s school

Registering for Family Connection
Follow the steps below to register for Family Connection:
1. Click the I Need to Register link.
2. Enter the registration code provided by your student’s school.
3. Click the Register button.
4. Enter your e-mail address and create a password.
5. Accept the terms of service.
6. Click the Complete Registration button.

Note: Passwords must be at least six characters and cannot contain blank spaces.

Logging into Family Connection
Follow the steps below to log into Family Connection:
1. Enter your username in the E-mail field.
2. Enter your password in the Password field.
3. Check the box next to Remember Me if you want to bypass entering this information on return visits. (Not recommended for shared or public computers.)
4. Click the Log In button.

Communicating with School Staff
There are several ways you and your student’s school can communicate from the Home page of Family Connection.

Review the welcome message, pages, links and updates:
1. The welcome message is located on the Home page.
2. The school posts pages, links and updates on the Home page.

Send an e-mail message:
1. Click Contact Us on the right column of the Home page.
2. Your e-mail address and your school contact (student’s counselor) are pre-populated.
3. Enter a subject for your message.
4. Enter your message.
5. Click the Send Message button.

Read and reply to e-mail messages:
1. Click the New Messages link on the right column of the Home page.
2. Your inbox appears.
3. Click a message subject to open the e-mail.
4. To reply, click the Reply to Message link.

Complete surveys:
1. Click the About Me tab.
2. Parent surveys are listed in the Surveys to Take section. (Left side column)
3. Click a survey name to open the survey.
4. Complete the survey by completing the fields. Required fields have a red asterisk (*).
5. Click Update when you finish the survey.

Note: Surveys are only available if your student’s school creates a survey for parents to take.
Overview

Using Family Connection, you can help your student prepare for success after high school. Use this quick guide to get started with the tools described below.

Course Planning

To access the Course Planning tools in Family Connection, log in and click the Courses tab.

To view your student’s course plan:
1. Log into Family Connection.
2. Click the Courses tab.
3. Click the View My Current Multi-year Plan link.
4. If your student has not created a course plan, you will see a message letting you know.
5. If your student has created a course plan, you can view the courses he or she plans to take.
6. You can print your student’s course plan by clicking the Print This Page link.

Success Planning (My Planner)

To access the planning tools in Family Connection, log in and click the My Planner tab.

To view your student’s tasks and to-dos:
1. Click the My Planner tab in Family Connection.
2. Click To-do List tab.
3. A list of to-dos created by your student appears.
4. Click the Tasks Assigned to Me tab.
5. A list of tasks assigned to your student by a school staff member appears.

To comment on a to-do:
1. Click the My Planner tab in Family Connection.
2. Click the To-do List tab.
3. Click the to-do (a link next to the green To-do box).
4. Click Add Comment in the left column.
5. Enter your comment in the box.
6. Click the Add Comment button.
7. Your comment will appear in the Recent Updates section under the to-do information.

To comment on a task:
1. Click the My Planner tab in Family Connection.
2. Click the Tasks Assigned to Me tab.
3. Click a task from the list.
4. Click Add Comment in the left column.
5. Enter your comment in the box.
6. Click the Add Comment button.
7. Your comment will appear in the Recent Updates section under the task information.

To approve a course plan:
1. Log into Family Connection.
2. Click the Courses tab.
3. Click the Manage my Course Plans link.
4. Click the Your Approval Is Needed button.
5. The plan appears. Click either I Approve This Plan or I Don't Approve This Plan. The plan status will be updated based on your selection.
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**Career Planning and Assessments**

- To access the Career Planning tools in Family Connection, log in and click the Career tab.
- To view the results of your student’s assessments, log in and click the About Me tab. Assessment results for completed assessments can be found in the My Assessments section.

The **StrengthsExplorer®** assessment identifies your student’s three strongest talents and provides an explanation of each theme. Students learn how to capitalize on their success and discover what they need to do next to continue building on their strengths.

The **Career Interest Profiler** lists your student’s interests as they relate to work activities.

**Watch Roadtrip Nation Videos**

The Roadtrip Nation Interview Archive in Family Connection contains more than 3,500 video interviews of leaders who have turned their interests into their life’s work.

To explore the Roadtrip Nation Interview Archive:
1. Click the Careers tab in Family Connection.
2. Click Explore More to begin searching the archive.

Students can use the What’s Your Road? feature to be matched with leaders with similar roads to their own.

**College Planning**

To access the College Planning tools in Family Connection, log in and click the Colleges tab.

To search for colleges:
1. Click the Colleges tab in Family Connection.
2. Click SuperMatch™ College Search in the College Research section.
3. Use the Find & Pin School By Name or Find Your Best Fit filters to search for your best college matches, pin your favorites, and compare schools side by side.

To view results:
1. As you make your selections, the results will appear in right column.
2. Click the college name to expand more information.